

District Director and Deputy President

Communication between your club and TFRW is ensured by your District Director and Deputy President. These Officers bind all TFRW Clubs together securing unity and support. Your District Director and Deputy President work together as your liaison with TFRW. Both are experienced leaders and your first point of contact when you may have club issues or just general questions regarding anything you might need to make your club more effective. They are acting mediators for your club with TFRW. They are able to help you with conflict management. Before jumping the gun on anything consult your District Director or Deputy President first.

District Directors are elected at convention and represent your Senate District. Clubs meet in caucus by Senate District and elect the best representative from their Senate District to represent them on the TFRW Board of Directors. When electing your District Director, you want the best leader from your Senate District that will be available for you and your club. We have 31 Senate Districts in Texas, presently we have 26 District Directors. District Directors are members of the TFRW Board of Directors. They have a vote and they vote on your behalf. They are your voice since you elected them. A District Director visits the local clubs in her district and maintains close communication with them. A District Director is active in establishing new local clubs and promoting existing clubs' growth. A District Director presents a quarterly report of all the great activities and achievements made by all clubs within her district to the Board of Directors. She is your point of communication and updates you with information from quarterly Board meetings. A District Director is required to attend all Board of Directors Meetings. If she is unable to attend, she shall give a written proxy to a member in good standing of a local Federated Republican Women's club in her district so that the district's local clubs will be represented. The sending of a proxy does not preclude the requirement for an excuse. An excused absence shall be granted only by the president. Two unexcused absences from the Board Meetings in any one year shall result in automatic expulsion from the Board. A District Director may be asked to speak at club. She pays for her travel and all expenses for Board Meetings and special events.

Deputy Presidents are appointed by the TFRW President. Deputy Presidents are Members of both the Board of Directors and Executive Committee. Since they are appointed, they do not have a vote. The Deputy President acts as a Liaison between the TFRW President and their region. Presently we have 18 geographic regions encompassing the entire state and a total of 14 Deputy Presidents. Deputy Presidents work with District Directors guiding local clubs. Deputy Presidents and the District Directors in their regions should be available to each other at all times. A Deputy President presents quarterly reports and attends all TFRW Executive Committee meetings, Board meetings, meetings with District Directors, and other Federation conferences, workshops, and special events. A Deputy President may be asked to speak at a club in her region. She pays for her travel and all expenses for Board Meetings and special events. In the event a Deputy President is unable to attend a Board meeting, she must request an excused absence from the TFRW President. Per TFRW Bylaws, Article VII, Sec. 1C: "Two unexcused absences from meetings of the Board of Directors in any one year shall result in automatic expulsion from the Board. An excused absence shall

be granted only by the President. Deputy Presidents should remain neutral when problems arise within a specific local club or neighboring clubs, unless members of that local club are in violation of TFRW Bylaws, Standing Rules, and/or policies. The Deputy President should be familiar with the contents of the NFRW and TFRW Bylaws. Deputy Presidents should be in support of TFRW programs, projects, and objectives, and communicate their enthusiasm to the District Directors and local club presidents. The Deputy Presidents should encourage effective communications with District Directors, local club presidents and members, SREC members, County Chairmen, fellow Deputy Presidents, and other Republican organizations to strengthen conservative efforts. Deputy Presidents are the face of TFRW in their region.

Duties as prescribed in TFRW Bylaws can be found:

ARTICLE VII - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. The Board of Directors:

Section 2. Executive Committee:

ARTICLE VIII - SENATORIAL DISTRICT DIRECTORS

Section 1. Duties of a Senatorial District Director:

ARTICLE X – CONVENTIONS

Section 1. Texas Federation of Republican Women Biennial Convention:

A. Election of State Senatorial District Director:

Duties and Job Description as prescribed in TFRW Leadership Handbook can be found on Pages: Deputy President: 58-59 / District Directors: 67-68

They are listed for your convenience on the attached pages.

Bylaws Pertaining to District Directors and Deputy Presidents

ARTICLE VII - BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

Section 1. The Board of Directors:

A. The Board of Directors of the Texas Federation of Republican Women shall consist of:

1. The Officers of the Texas Federation of Republican Women. A District Director of each Senatorial District.
2. The Chairmen of Standing Committees.
3. The Immediate Past President.
4. The Deputy Presidents, Special Committee Chairmen, and Parliamentarian, appointed by the President, each without vote.
5. The National Committeewoman, Chairman or Vice Chairman of the Republican Party of Texas, whoever is a woman, and National Federation of Republican Women officers and committee chairmen residing in Texas who shall serve ex officio, without vote.

B. Duties of the Board of Directors:

1. To elect from the District Directors, the three members-at-large of the Executive Committee.
2. To approve the annual budget as presented by the President and Executive Committee.
3. To approve the programs of action presented by the officers and committee chairmen.
4. To approve the regions for Deputy Presidents.
5. To select the time and place of the Biennial Convention.
6. To serve the Texas Federation of Republican Women in any advisory capacity on political activities and on Republican Party policy.
7. To effect, if necessary, changes in annual dues and service charge during the year in which no convention is held, subject to provisions in Article V, Section 1.
8. To elect a nominating committee as stated in Article XI, Section 1.

A. Meetings - The Board of Directors shall meet at least three times a year. Meetings of the Board of Directors may be called by the President or the Executive Committee. The Call for all meetings of the Board of Directors shall be sent to all members at least fourteen (14) days before the meeting. Two unexcused absences from meetings of the Board of Directors in any one year shall result in automatic expulsion from the Board. An excused absence shall be granted only by the President.

B. Quorum - A quorum for any meeting of the Board of Directors shall consist of a majority of the voting members of the Board. Proxies may be held and voted for Senatorial District Directors only, by a local club member from the Senatorial District represented by the District Director.

C. Voting

1. No member may hold more than one vote.
2. A vote may be conducted by mail, telephone, facsimile, or email between meetings of the Board of Directors. A decision can be rendered only after written documentation has been received from a majority of the Board of Directors.

Section 2. Executive Committee:

A. The Executive Committee shall consist of:

1. The officers of the Texas Federation of Republican Women.
2. Chairmen of Standing Committees.

3. Three members-at-large to be elected by the Board of Directors from the District Directors. The election shall be held at the first meeting of said Board after the Biennial Convention.
4. The Immediate Past President of the Texas Federation of Republican Women.
5. The Deputy Presidents and Parliamentarian, each ex officio, without vote.
6. The National Committeewoman, Chairman or Vice Chairman of the Republican Party of Texas, whoever is a woman, and National Federation of Republican Women officers residing in Texas who shall serve ex officio, without vote.

B. Duties of the Executive Committee:

1. To transact the business of the Texas Federation of Republican Women between Biennial Conventions and the meetings of the Texas Federation of Republican Women Board.
2. To approve the annual budget and present it to the Board of Directors.
3. To approve the programs of action presented by the officers and committee chairmen.
4. To fill vacancies that occur in elective offices between Biennial Conventions except as otherwise provided in Article VI, Section 3, (a) and (b).
5. To direct the disbursement of funds and approve the bank or banks where funds are to be deposited.
6. To have jurisdiction over membership applications, suspensions, withdrawals of membership, and reinstatements of membership.
7. To determine geographical areas for Deputy Presidents with approval of the Board of Directors.
8. To arrange for a biennial internal review of the Treasurer's books by a committee of TFRW members appointed by the president, one or more of whom shall be a Certified Public Accountant.
9. To remove from office or position by a two-thirds (2/3) vote any member of the Board of Directors who does not support the policies and objectives stated in the Bylaws of the National and State Federations.

C. Meetings - The Executive Committee shall meet at least three times a year at such time and place as shall be determined by the President. Other meetings may be called by the President and must be called upon written request of at least five members of the Executive Committee within sixty (60) days of receipt thereof. The call for all meetings shall be sent to each Executive Committee member at least fourteen (14) days prior to the date of the meeting. Two unexcused absences from meetings of the Executive Committee in any one year shall result in automatic expulsion from the committee. An excused absence shall be granted only by the president.

D. Quorum - A quorum of any meeting of the Executive Committee shall be a majority of the voting members of the Executive Committee.

E. Voting:

1. No member may hold more than one vote.
2. A vote may be conducted by mail, telephone, facsimile, or email between meetings of the Executive Committee. A decision can be rendered only after written documentation has been received from a majority of the Executive Committee.

ARTICLE VIII - SENATORIAL DISTRICT DIRECTORS

Section 1. Duties of a Senatorial District Director:

- A. To promote the work of the Texas Federation of Republican Women in her respective district, under the direction of the State President and in cooperation with the Regional Texas Federation of Republican Women Deputy President and the woman member of the State Republican Executive Committee of Texas for that district.
- B. To visit the local clubs in her district and maintain close communication with them.
- C. To establish new local clubs and to promote the local club's new growth.
- D. To present to the Board of Directors a report of the activities of the local clubs within her district. This report shall be filed with the Secretary of the Texas Federation of Republican Women for record.
- E. To attend Board of Directors Meetings of the Texas Federation of Republican Women. If she is unable to attend, she shall give a written proxy to a member in good standing of a local Federated Republican Women's club in her district so that the district's local clubs will be represented. The sending of a proxy does not preclude the requirement for an excuse. An excused absence shall be granted only by the president. Two unexcused absences from the Board Meetings in any one year shall result in automatic expulsion from the Board.

ARTICLE X - CONVENTIONS

Section 1. Texas Federation of Republican Women Biennial Convention:

- A. **Election of State Senatorial District Director:**
 1. A local club is considered to be in the Senatorial District in which the largest number of its members resides. This number shall be based on the local club membership at the time of the election of the Delegates.
 2. Delegates from each Senatorial District shall caucus to elect a District Director to represent their district on the Board of Directors of the Texas Federation of Republican Women. The District Director must belong to a local club in the district she represents.

DEPUTY PRESIDENT

The President of the Texas Federation of Republican Women appoints Deputy Presidents. They must be members in good standing of a Federated Republican Women's local club. Deputy Presidents are ex officio members (without vote) of the TFRW Executive Committee and the Board of Directors and act as a Liaison between the TFRW President and their region. Their geographical regions are recommended by the TFRW President and approved by the TFRW Board of Directors. The TFRW President assigns the duties of the Deputy Presidents, which will include but not be limited to the following:

Duties:

- Deputy Presidents work in cooperation with District Directors guiding local clubs. Deputy Presidents and the District Directors in their regions should be available to each other at all times.
- Attend all TFRW Executive Committee meetings, Board meetings, meetings with District Directors, and other Federation conferences, workshops, and special events.
 - In the event a Deputy President is unable to attend a Board meeting, she must request an excused absence from the TFRW President. From the TFRW Bylaws, Article VII, Sec. 1C: "Two unexcused absences from meetings of the Board of Directors in any one year shall result in automatic expulsion from the Board. An excused absence shall be granted only by the President.
- Turn in quarterly reports to the TFRW President, Secretary, and District Director/Deputy President Coordinator, and other TFRW officials as required. Reports should include club successes as well as issues or problems.
- Deputy Presidents are encouraged to attend RW functions and meetings in their regions as they are able. Their ability to email, write notes, and phone encouragement and interest is also strongly encouraged.
- Work with District Directors to form new clubs. Suggested resources:
 - Get in touch with members of former Local Clubs that are no longer federated to offer assistance in reorganizing.
 - Work with Republican County Chairmen to identify Republicans using tools like the new voter lists.
 - Contact female precinct chairs who are not members of federated TFRW clubs to consider building clubs in their areas.
- Strive to be a cohesive influence in their regions, helping in a positive manner when called upon. Deputy Presidents should remain neutral when problems arise within a specific local club or neighboring clubs, unless members of that local club are in violation of TFRW Bylaws, Standing Rules, and/or policies.

- Give replacement recommendations to the TFRW President when a District Director vacancy occurs. The Deputy President performs the duties of that District Director until the vacancy is filled with the approval of the Executive Committee.
- A regional workshop shall be organized by the Deputy President in cooperation with the District Directors. Such sessions should be conducted biannually in the year that a Leadership Workshop is not presented by TFRW. These workshops should be educational, as well as providing an opportunity for all participants to become acquainted, discuss challenges, and share successful experiences. All local club officers and members should be invited to the Regional Leadership Workshops and TFRW officers should be requested to participate.
- In the event a Deputy President is unable to fulfill her duties and must resign, the TFRW President shall appoint a new Deputy President with approval from the Executive Committee.

Guidelines:

- The Deputy Presidents should be familiar with the contents of the NFRW and TFRW Bylaws.
- The Deputy Presidents should be in support of TFRW programs, projects, and objectives, and communicate their enthusiasm to the District Directors and local club presidents.
- The Deputy Presidents should encourage effective communications with District Directors, local club presidents and members, SREC members, County Chairmen, fellow Deputy Presidents, and other Republican organizations to strengthen conservative efforts.
- Deputy Presidents should be aware that they are the face of TFRW in their region and districts especially before any primary election.

DISTRICT DIRECTORS

District Directors are elected at the TFRW Biennial Convention, within their Senate District caucus meeting, by the local club delegates from each district. Candidates for the position must be members in good standing of a local Federated Republican Women's club in that Senate District. (See TFRW Bylaws, Article VIII and Article X, Section I.) District Directors are voting members of the TFRW Board of Directors. Senate District lines are determined by the State Legislature in the legislative session following the decennial population census (Texas Constitution, Section 28, Article III). The duties of the District Director will include, but not be limited to, the following:

Duties:

- Upon election, each District Director should contact each Local Club President in their district to introduce herself and offer continuing assistance. Outgoing District Directors shall provide assistance until the new term begins on January 1, following the Biennial Convention at which the election took place.
- Work in cooperation with appointed Deputy Presidents. District Directors and Deputy Presidents should be readily available to one another and communicate regularly to ensure club issues are addressed.
- Attend club meetings in the Senate District and maintain regular communication with club presidents and relevant leadership. Use in-person contact as the primary tool for relationship building, but also use email, text, phone calls, and online meeting platforms as needed.
- Serve as the liaison between the clubs and TFRW Board. Help clubs connect with TFRW Committee chairs for club needs, including awards, programs, courtesy, etc. Be familiar with the functions of relevant committees.
- Attend all TFRW Executive Committee meetings, Board meetings, meetings with Deputy Presidents, and other Federation conferences, workshops, and special events.
 - In the event a District Director is unable to attend a Board meeting, she must request an excused absence from the TFRW President. From the TFRW Bylaws, Article VII, Sec. 1C: "Two unexcused absences from meetings of the Board of Directors in any one year shall result in automatic expulsion from the Board. An excused absence shall be granted only by the President.
 - District Directors are eligible to send a proxy to stand in their place at Board meetings. From the TFRW Bylaws, Article VII, Sec. 1D: "Proxies may be held and voted for Senatorial District Directors only, by a local club member from the Senatorial District represented by the District Director."
- Turn in quarterly reports to the TFRW President, Secretary, and District Director/Deputy President Coordinator, and other TFRW officials as required. Reports should include club successes as well as issues or problems.
- Work with Deputy Presidents to form new clubs. Suggested resources include but are not limited to:

- Get in touch with members of former Local Clubs that are no longer federated to offer assistance in reorganizing.
 - Work with Republican County Chairmen to identify Republicans using tools like the new voter lists.
 - Contact female precinct chairs who are not members of federated TFRW clubs to consider building clubs in their areas.
- Strive to be a cohesive influence in their districts, helping in a positive manner when called upon. District Directors should remain neutral when problems arise within a specific local club or neighboring clubs, unless members of that local club are in violation of TFRW Bylaws, Standing Rules, and/or policies. District Directors should promote club events and activities equally, striving to represent all clubs fairly in person and on social media.
- A regional workshop shall be organized by the Deputy President in cooperation with the District Directors. Such sessions should be conducted biannually in the year that a Leadership Workshop is not presented by TFRW. These workshops should be educational, as well as providing an opportunity for all participants to become acquainted, discuss challenges, and share successful experiences. All local club officers and members should be invited to the Regional Leadership Workshops and TFRW officers should be requested to participate.
- In the event a District Director cannot fulfill the duties of her office and must resign, a new District Director shall be appointed by the TFRW President, with approval of the Executive Committee. The Deputy President performs the duties of that District Director until the vacancy is filled with the approval of the Executive Committee.

Guidelines:

- District Directors should be familiar with the TFRW and NFRW Bylaws.
- District Directors should be in support of TFRW programs, projects, and objectives, and communicate their enthusiasm to local club presidents and club leaders.
- District Directors should work to foster good relationships and communication with Republican leaders in their Senatorial Districts, including club leaders outside TFRW, county chairmen, precinct chairs, SREC members, and Republican elected officials.
- District Directors should be aware that they are the face of TFRW in their region and districts especially before any primary election.